

FRANKLIN COUNTY
DEPT OF JOB AND FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Social Program Administrator 4/
Program Policy Director **PCN:** 100170

DEPARTMENT: Director's Office **P. R.:** N19

RESPONSIBILITIES: Act as chief of the program policy division responsible for the development of policy and procedure with respect to programs administered in whole or in part by the agency, including OWF, Food Stamps Child care, Medicaid, CMS, TANF, FCFC, Help Me Grow, WIA and other public assistance, education, employment and training programs. Direct and manage operations, plan, administer and implement policies, programs and procedures, and ensures programs compliance with federal and state laws and rules. Directly supervises program staff in program development, monitoring, evaluation and implementation of programs; provides technical, consultative assistance to agency administrators and service providers concerning all aspects of program operations, including budget and delivery of services.

Directs the maintenance of policy and procedures to be followed by agency staff in administration of programs; develop and submit reports as required by federal and state law; develops and submits continuous improvement and corrective action plans; implement continuous improvement and corrective action plans; and assures that grant requirement are met.

Supervise the development and submission of requests for grant funds from federal, state and local governmental entities as well as from private and public not for profit sources of funds for public assistance, education, employment and training services.

Directs the review of legislation, administrative rules and polices proposed at the federal, state and local level and prepares comments for submission as part of the legislative and/or rules promulgation process. Act as liaison with governmental agencies, community organizations, courts, federal, state and local government, with respect to program development and administration.

QUALIFICATIONS: Completion of undergraduate coursework as required by college or university in social or behavioral science plus: 30 months experience in delivery of social services in government, community or private human support services agency plus 12 months managerial experience or completion of graduate coursework as required by college or university in social or behavioral science plus 24 months experience in delivery of social services in government, community or private human support service agency plus 12 months managerial experience; or equivalent.

STARTING SALARY: \$30.05 per hour/ 120 day probationary period.

DATE POSTED: Monday, October 2, 2006

DEADLINE TO APPLY: Friday, October 20, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department, 373 S. High St., 25th Fl., Columbus, Ohio 43215.

-EOE-